



CITY OF EASTVALE EMPLOYMENT OPPORTUNITY

Communications Specialist

Salary range: \$24.75-\$33.17

Hourly based on experience, with corresponding benefits.

ABOUT THE CITY

The City of Eastvale is a dynamic, growing community in Riverside County. The City is diverse in both its citizenry and its businesses. Eastvale's government is responsible for representing and protecting those interests, as well as maintaining the infrastructure and quality of life within the city. These tasks are centralized in Eastvale City Hall.

City Hall is a complex, fast-paced working environment. Employees of the City of Eastvale are expected to exercise professionalism and courtesy, and must work efficiently and in accordance to applicable laws, codes and regulations. Attention to detail is required.

Learn more about us by visiting www.eastvaleca.gov. Qualified candidates with a strong public service interest, are encouraged to apply.

THE POSITION

The City Manager's Office has an opportunity available for one (1) part-time/benefitted Communication Specialist position. This is a FLSA non-exempt position that works under the general supervision and reports directly to the Public Information Officer or designee. The position is an entry level class and is required to perform a variety of routine administrative support to the City. Functions include releasing information to the public through social media, press releases, presentations; collaborating with partner agencies; public outreach; event coordinating and other duties as assigned. The typical work schedule is a 4/10 Plan, and the assigned work days may vary depending on the needs of the City, which at times may include evening and/or weekend work. Weekend work may also be required to assist with various City events. Regularly driving a City vehicle is required.

EXAMPLES OF ESSENTIAL DUTIES*

1. Researches, writes and disseminates timely and accurate City related information to the public through various outlets including, but not limited to, social media, email notifications, press releases, newsletters, articles, special presentations, reports and other related channels.
2. Assists in the development and implementation of a comprehensive communications program for the City which identifies audiences, messages, communications tools and evaluation measures.
3. Manages, monitors and updates the various City related social media accounts, pages, and groups on the all applicable platforms.
4. Evaluates and measures mobile and social media program success and impact; monitors trends in social media tools, trends, applications and appropriately applies that knowledge to increasing the use of social media for the City.

5. Represents the City at assigned meetings, functions, or events as assigned while fostering positive relationships with partner agencies, community groups, non-profit organizations and the community.
6. Serves as an event coordinator for City and like events including, but not limited to, event logistics, registration, attendee tracking, presentation and materials support, and pre- and post-event evaluations.
7. Researches and recommends new and alternative ways to maximize public outreach to enhance community outreach and engagement and increase public awareness of City happenings.
8. Maintains and updates the City's community calendar with timely, accurate and detailed information; works collaboratively with partner agencies to ensure all City related events are relayed to the public.
9. Develops multi-media presentations as required, including power point slide shows, displays and photographic exhibits.
10. Develops, edits and designs all City promotional items, event flyers, social media graphics and other materials as required.
11. Assists with receiving visitors and telephone calls; provides information and handles issues that may require sensitivity and use of sound independent judgment; assists with responding to requests for information and complaints referring matters to appropriate City staff.
12. Interacts with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
13. Maintains archives of press articles related to City news; track media response along a variety of indicators (e.g. positive, negative, message portrayed, etc.); prepare report of results for City leadership as assigned.
14. Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
15. Assists with directing incoming mail and email communications; determines the priority level and routes incoming correspondence, reports, requests and instructions; handles or refers matters as directed.
16. Performs related duties as assigned.

** This description is representative of typical duties, and does not limit the assignment of other related duties and responsibilities to the position.*

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Techniques and methods used in the development and evaluation of communications; principles and practices of research, journalism, graphic design, layout and production; fundamentals of photography, video-photography and cable-casting; personal computer operation; software applications including graphics and desktop publishing systems; interviewing techniques, communications, media services and resources; organization, services and functions of municipal government; pertinent federal, state, and local

laws, codes and regulations; principles of supervision, training and performance evaluation; and local government process, management and governance; safe work methods and safety regulations.

Ability to:

Develop, organize, and coordinate a communications program; communicate effectively, both orally and in writing; gather and verify news information through interview, observation and research; analyze administrative problems, evaluate alternatives and make creative recommendations; advise on most effective techniques of information dissemination; exercise judgment in release of information; give information rapidly, accurately and tactfully; prepare press releases, news articles, presentations, reports and other written materials in a timely manner; prepare and present a variety of communications materials; write and edit newsletters and news releases; prepare flyers and reports; prepare and give presentations; edit materials for proper punctuation and grammar; establish and maintain effective working relationships with City officials, employees, the public and news media; coordinate activities with other divisions and City departments; operate a personal computer and applicable software including graphics and desktop publishing systems; provide excellent customer service; skillfully and safely operate a motor vehicle where required in the course of performing work duties.

RECRUITING GUIDELINES

Any combination of education and experience which may provide the required knowledge, abilities and skills is qualifying.

Qualifications:

Graduation, or near completion, from an accredited college or university with the equivalent to a Bachelor's degree from an accredited college or university with major coursework in public relations, journalism, communications, marketing, or a closely related field; and a minimum of one year of progressively responsible experience involving the development and coordination of public affairs, public information, community outreach and social media marketing; or an equivalent combination of training and experience.

Necessary Special Requirements:

Possession of a valid Class "C" California driver's license and a satisfactory driving record.

SELECTION PROCESS

Stage 1 - The first stage in the selection process will consist of a review of each applicant's employment application, resume and cover letter. Applications that are incomplete and/or that do not meet the minimum combination of education and experience will not be given further consideration.

Stage 2 – The second stage in the selection process will consist of review by subject matter experts who will evaluate and rate the candidates' applications and resumes in order to determine those that most closely demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. Successful candidates who most closely meet the defined criteria will be invited to participate in the next stage.

Stage 3 – The third stage will consist of interviews with a panel of subject matter experts, where candidates will be evaluated and rated on responses to pre-defined questions. Candidates may also participate in a skills-based performance test. Candidates must achieve a passing score to be placed on the eligible list for employment consideration.

Stage 4 – The fourth stage will consist of an interview with the City Manager or City Managers designee. Finalists will then move into background and reference checking.

The City of Eastvale reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

GENERAL INFORMATION

Background/Reference Check/Physical Exam: City employment is contingent upon satisfactory completion of a reference check, criminal background investigation, including fingerprinting, and a post-offer (City paid) physical examination (including drug/alcohol testing).

Immigration and Reform Control Act: In compliance with the Immigration and Reform Control Act of 1986, the City of Eastvale will only hire individuals who are legally authorized to work in the United States. Candidates who are offered employment must provide proof of identity as required by the I-9 form and instructions.

Equal Opportunity Employer: The City of Eastvale is an Equal Opportunity Employer. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non-job-related factor.

Reasonable Accommodation: In compliance with local, state and federal laws and regulations, the City of Eastvale is committed to making reasonable accommodations in the examination process and in the work environment. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process must make a request no later than the final filing date for receipt of applications. Such requests should be addressed to Human Resources at the City of Eastvale, 12363 Limonite, Suite 910, Eastvale, CA 91752, or call (951) 361-0900.

BENEFITS

- CalPERS Retirement Plan – The City participates in the California Public Employees' Retirement System 2% @ 60 for classic members (2% @ 62 for new members). The employee pays their respective PERS retirement contribution (7% for classic members, 6.25% for new members).
- Cafeteria Benefit Package – City offers a \$1,600/month (\$800.00/month for eligible part time employees) cafeteria benefit that can be used to purchase medical, dental, and vision premiums, and health and dependent flexible spending programs. Employees have the option to cash-out up to \$800.00 of monies not used in their monthly cafeteria benefit.
- Deferred Compensation Plan – 457 Deferred Compensation Plan is available to employees through CalPERS.
- Insurance Programs – Additional supplemental insurance programs are available to employees through American Fidelity Assurance Company (i.e. Life, Disability, Accident, and Cancer insurance coverage).
- Work Schedule – City offers employees a "4/10" work schedule. City Hall is closed every Friday.
- Life Insurance – Full time employees receive \$50,000 worth of life insurance at the expense of the City.
- Vacation Accrual – Employees accrue 3.08 (1.54 hours for eligible part time employees) hours of vacation per pay period.
- Sick Leave Accrual – Employees accrue 3.46 (1.73 hours for eligible part time employees) hours of sick time per pay period.
- Holidays – 11 paid holidays per year (5.5 paid holidays for eligible part time employees)
- Floating Holiday – Employees receive one floating holiday each calendar year (.5 Floating Holiday for eligible part time employees).
- Holiday Savings Club – Employees have the option to participate in the Holiday Savings Club which deducts a desired amount from each check and provides a payout during the holiday season.

HOW TO APPLY

A City Employment Application must be completed and submitted along with the supplemental questionnaire, a resume, cover letter, and references. The City's Employment Application is available on the City's website at <http://www.eastvaleca.gov/city-hall/employment>.

Completed City Employment Applications may be submitted to the City of Eastvale at 12363 Limonite, Suite 910, Eastvale, CA 91752 or via email hr@eastvaleca.gov and must be received no later than **5:00 PM Thursday, August 9, 2018**. No late applications will be considered.

For specific questions regarding this position, contact Human Resources at (951) 361-0900, or email hr@eastvaleca.gov.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in the announcement may be modified or revoked without notice.